WebNCTS

Configuration and set-up guide.

How to connect to the webNCTS application.

1 Introduction

1.1 Reporting a bug

You can report the bugs you discovered to helpdesk.webncts@minfin.fed.be.
Please be kind to give the following information:

- OS and version
- Browser type and version
- JRE version
- The Certification authority
- Date and time you had the problem
- Do you use a proxy server and/or a firewall?
- A screenshot of all relevant screens concerning the error and a description of the different operations you made.

This information could help us give you a quick answer and/or workaround.

2 The certificate.

2.1 Obtain a certificate

You can obtain a certificate level 3 from the following certification authorities (CA).

Certipost	Homepage	Certificate level 3
Global Sign	Homepage	Certificate level 3
Isabel	Homepage	Certificate level 3

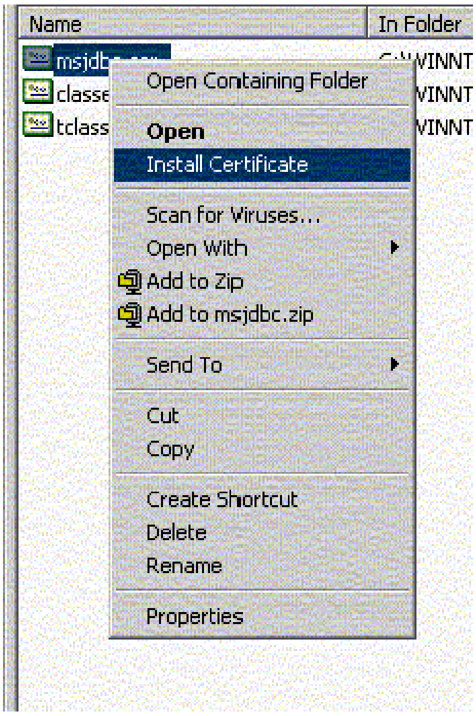
2.2 Import your certificate.

Most of the time, your certificate is delivered in a file. There are 2 ways to import this certificate into your browser:

2.2.1 Via 'Windows Explorer'.

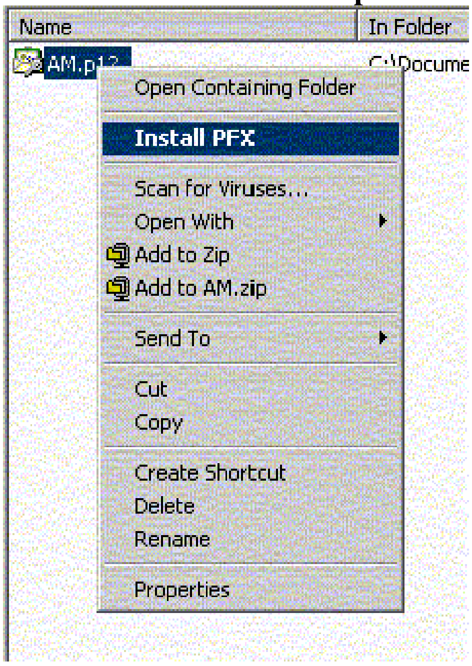
Through windows explorer, get your certificate file name. This file can have the following extensions: *.cer, *.crt, *.pfx, *.p12, or *.p7b.

For files with extension '*.cer' or '*.crt'



Right-Click on the icon, and click 'Install certificate' for files with extension '*.cer' or '*.crt' You get the 'Certificate Import Wizard'. Follow the steps of point 2.2.3.

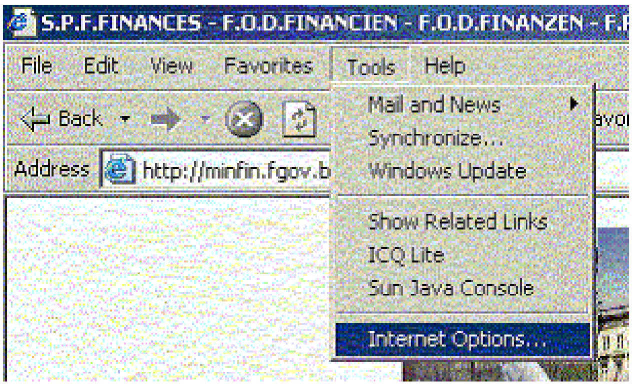
For files with extension ‘*.pfx’ or ‘*.p12’



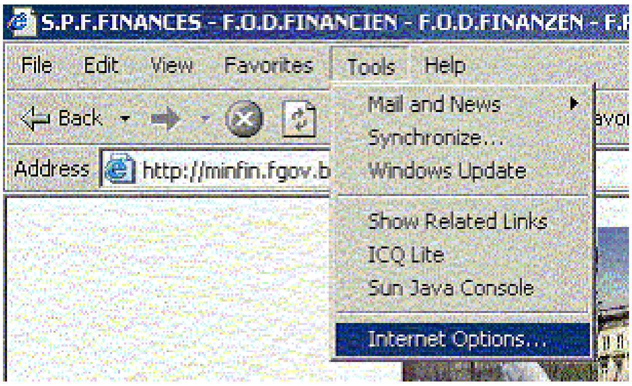
Right-Click on the icon, and click ‘Install PFX’ for files with extension ‘*.pfx’ or ‘*.p12’
You get the ‘Certificate Import Wizard’. Follow the steps of point 2.2.3.

2.2.2 Via your Internet Browser.

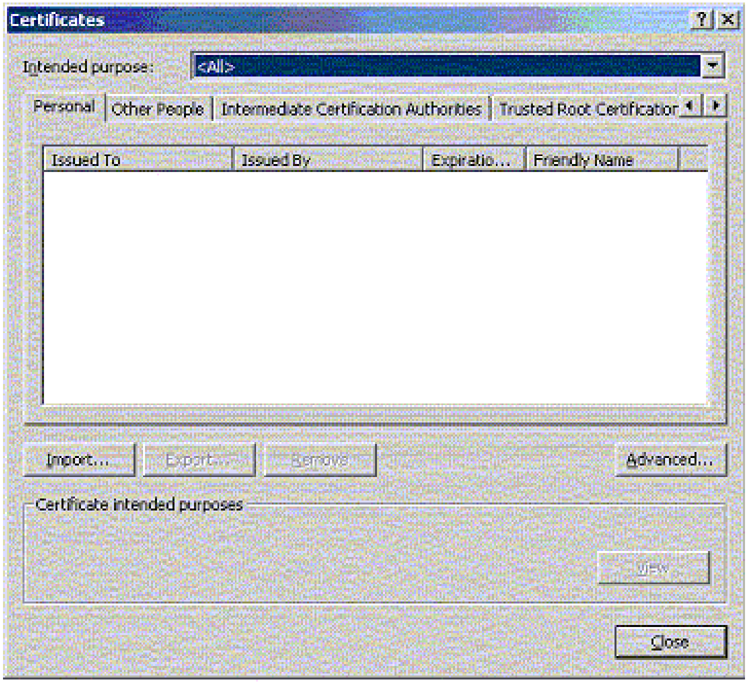
From your Internet browser :



Select the ‘Tools’ menu
Click on ‘Internet Options’

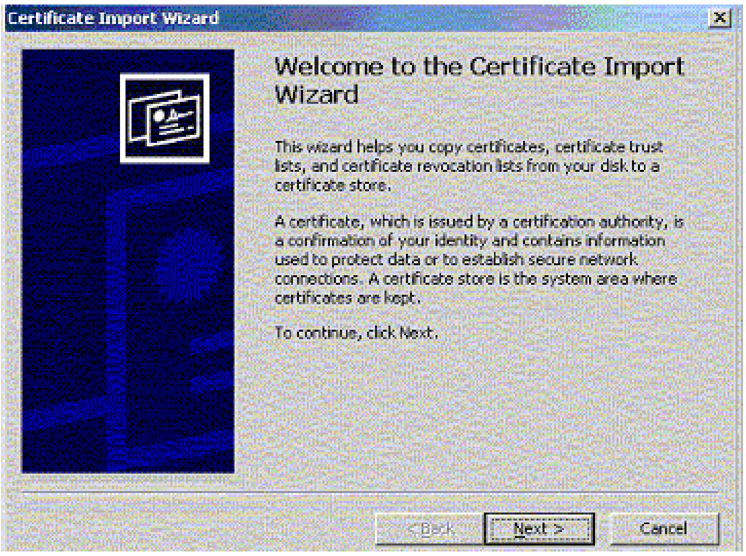


Click on the 'Content' tab
Click on 'Certificates' button

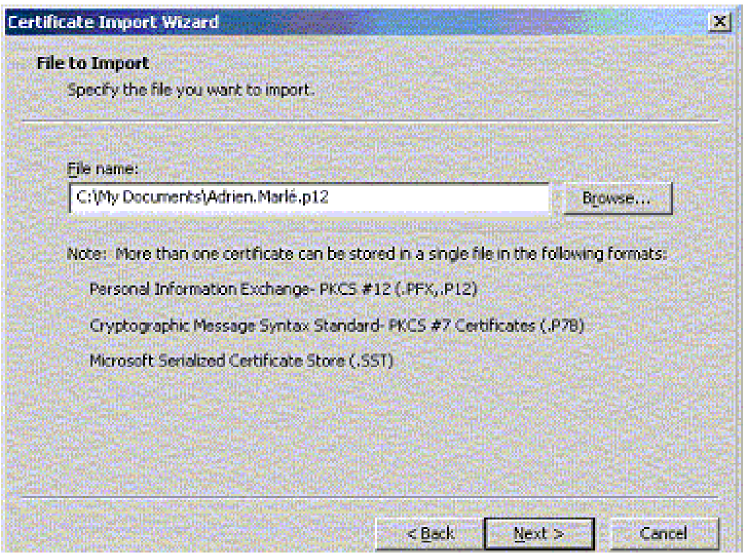


You get a list with you already installed certificates (none in this case).
Click on the 'Import' button. You get the 'Certificate Import Wizard'. Follow the steps of point 2.2.3.

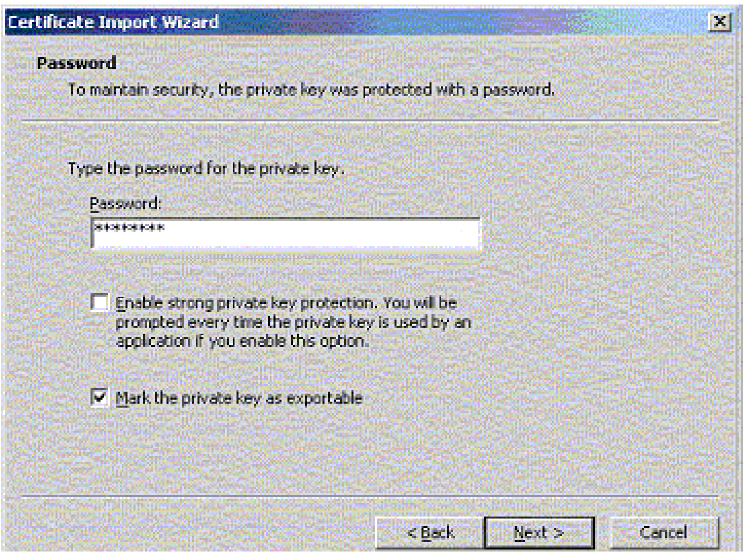
2.2.3 The 'Certificate Import Wizard'.



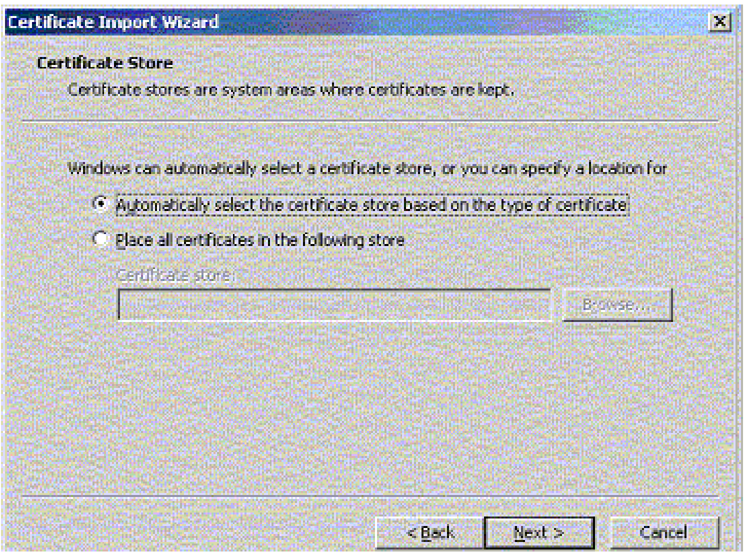
The first screen is a welcome screen followed by a dialog box asking you to enter the certificate file name.
Click on 'Next'



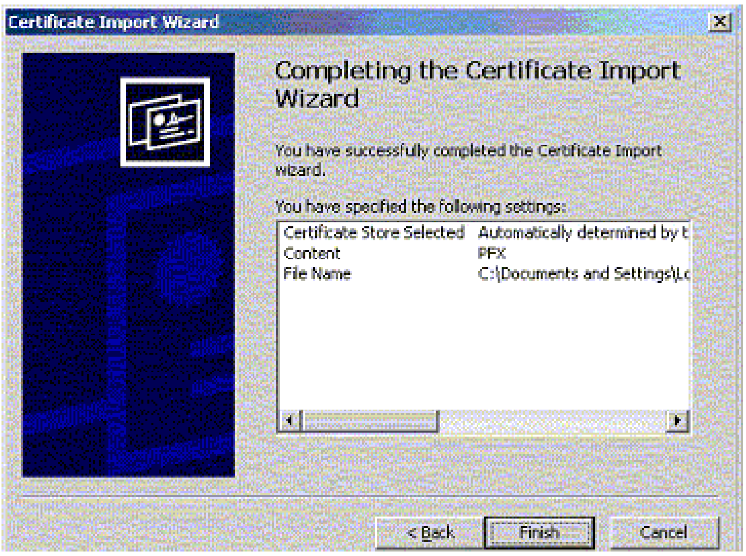
Enter your certificate filename, preceded by the path.
If you don't know the path exactly, click on the 'Browse' button to get help.
Click on 'Next'.



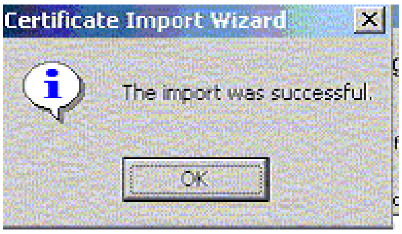
Enter the password you received from your Certification Authority.
Be sure to check the second checkbox ('Mark the private key as exportable') allowing you to export the private key in the future.
Click on 'Next'

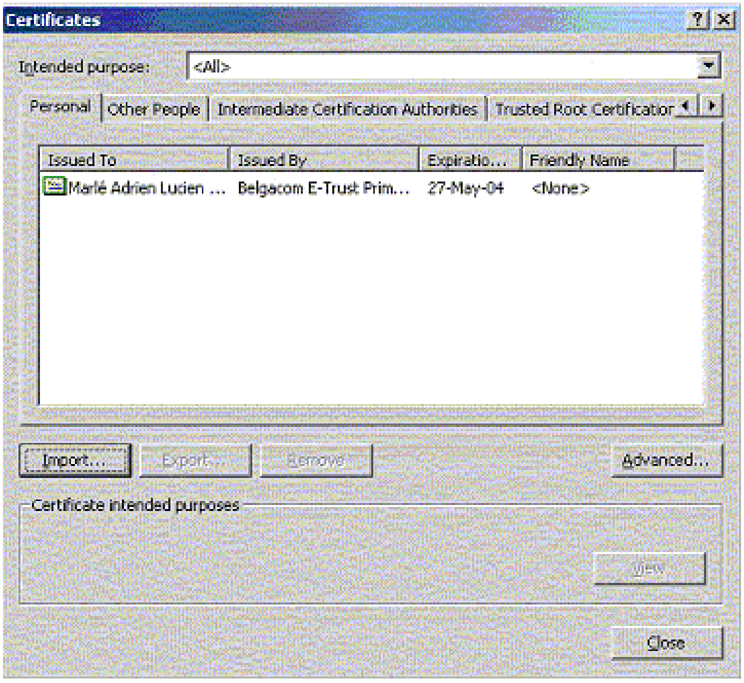


Check 'Automatically select the certificate …'
Click on 'Next'



You get a confirmation screen and a final status popup window.
Click on 'Finish'





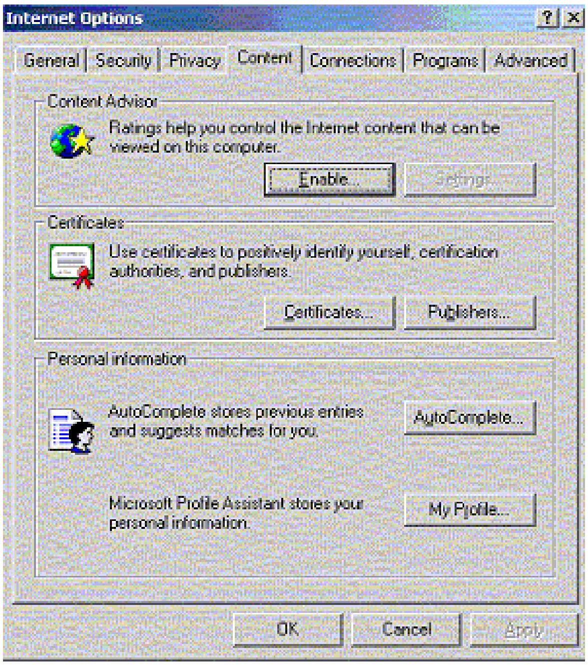
The name contained in the certificate appears now on the 'Personal' folder of the 'Certificates' screen of your Internet Options.

2.3 Check your certificate.

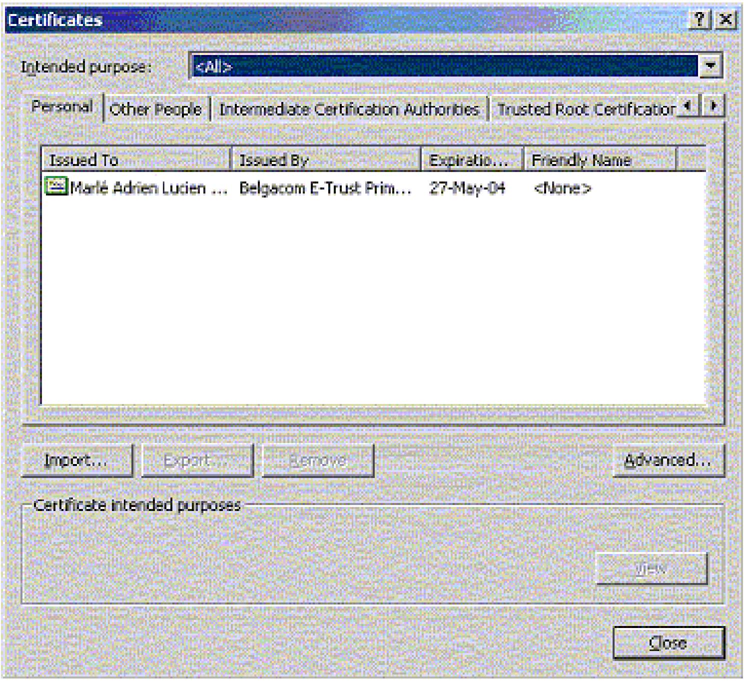
You can check if your certificate is correctly installed in the following way:
From your Internet browser:



Select the 'Tools' menu
Click on 'Internet Options'



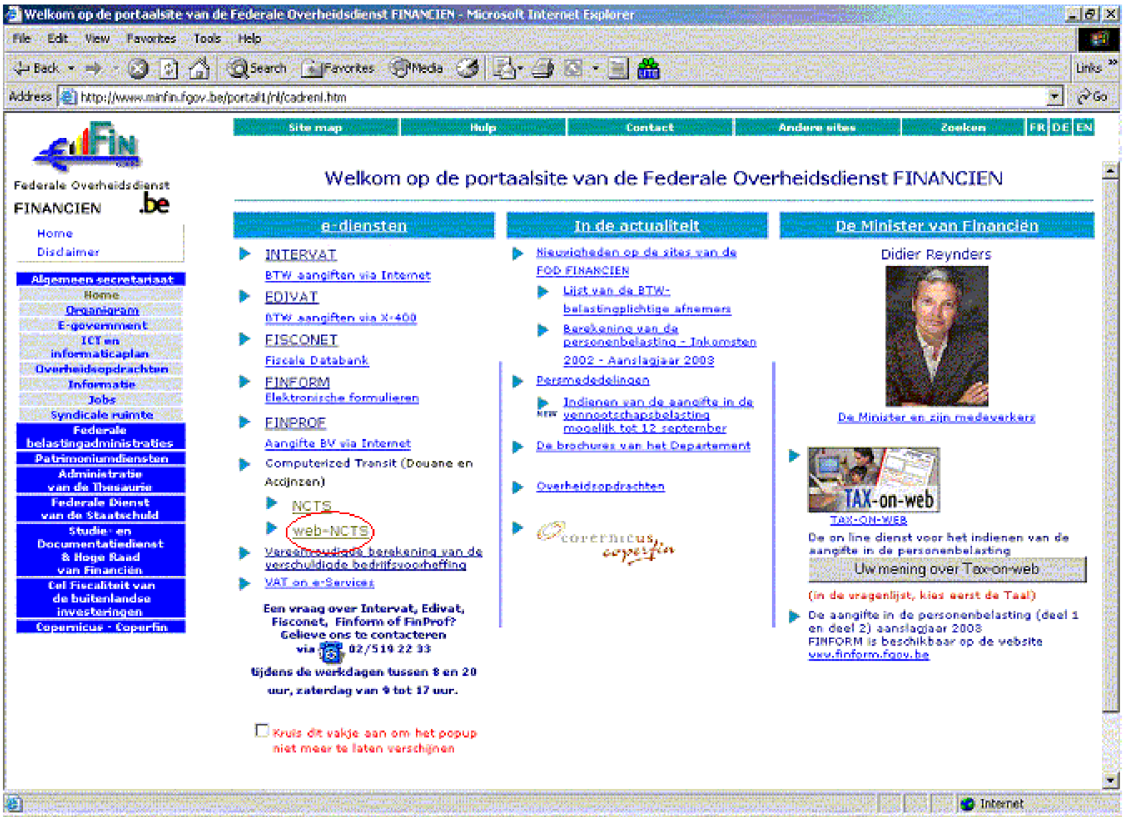
Click on the 'Content' tab
Click on the 'Certificates' button.



The certificate you want to use is listed into the 'Personal' tab.
Otherwise you have to install it again. Ask your certificate provider for help

3 The Java Runtime Environment (JRE)

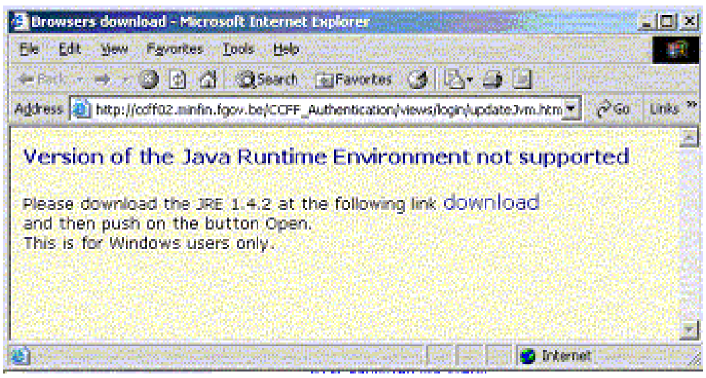
The first time you connect to the application, you will probably have to download the JRE version 1.4.2. Open your Internet explorer browser and go to http://minfin.fgov.be. Choose your language and Click on the web-NCTS link.



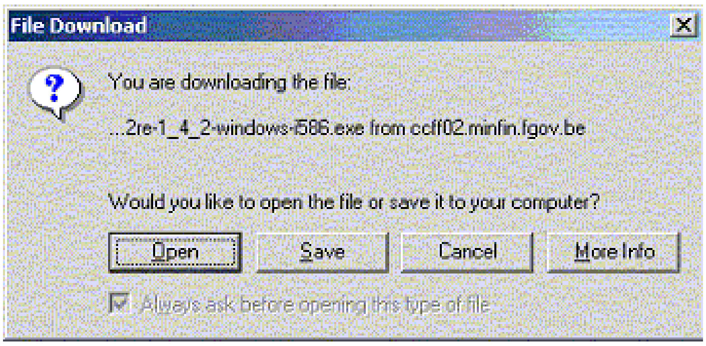
If the JRE version 1.4.2 is not installed on your PC, you will be asked to download and install it.

3.1.1 Download the Java Runtime Environment version

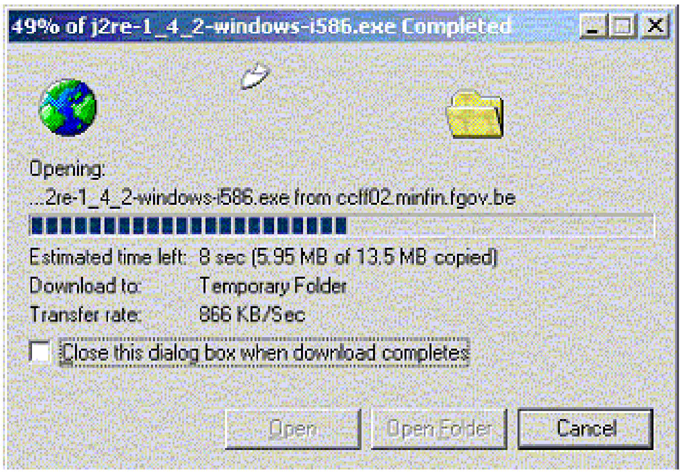
In that case, you will get the following screen (otherwise skip this chapter)

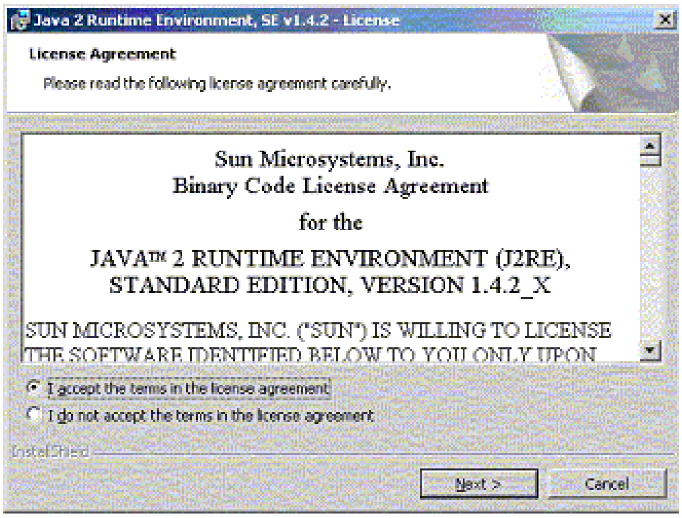


Click on the 'download' link

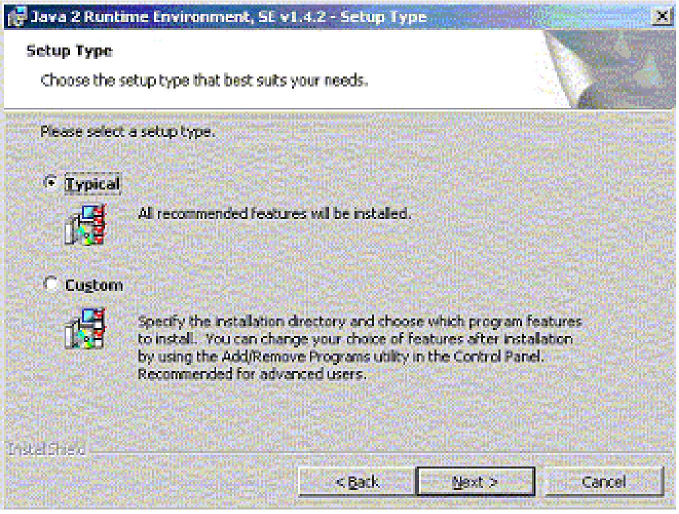


Click on ‘Open’

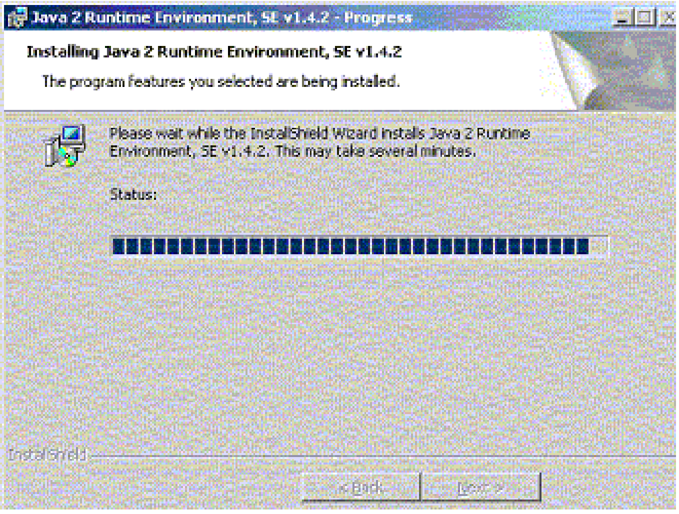


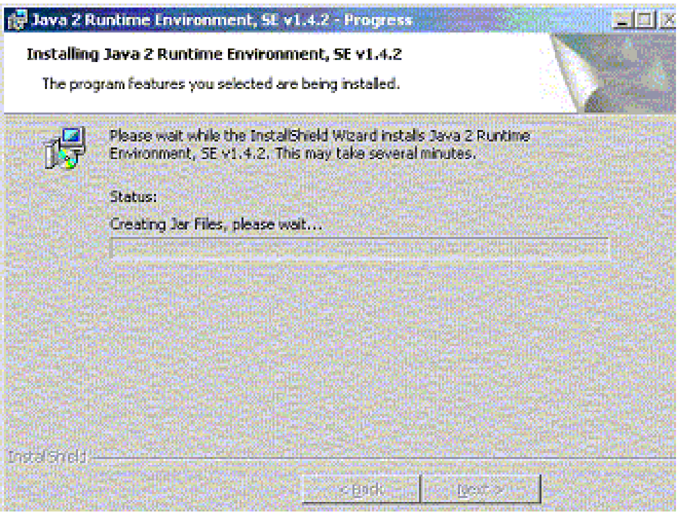


Tick ‘I accept the terms …’
Click on ‘Next’

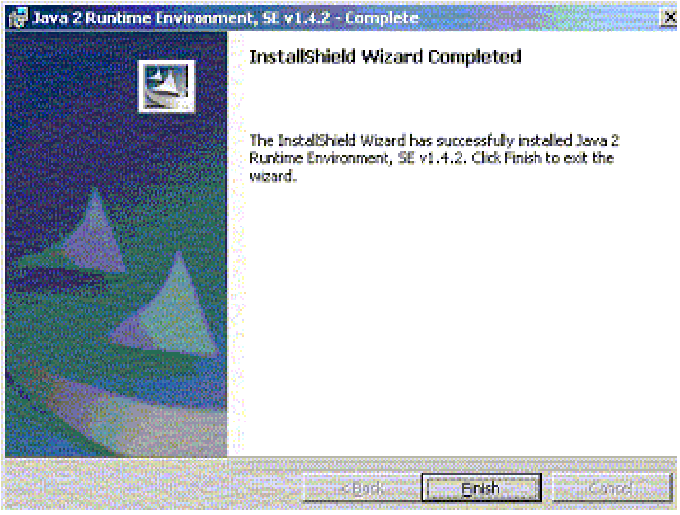


Tick 'Typical'
Click on 'Next'





This step can take a long time



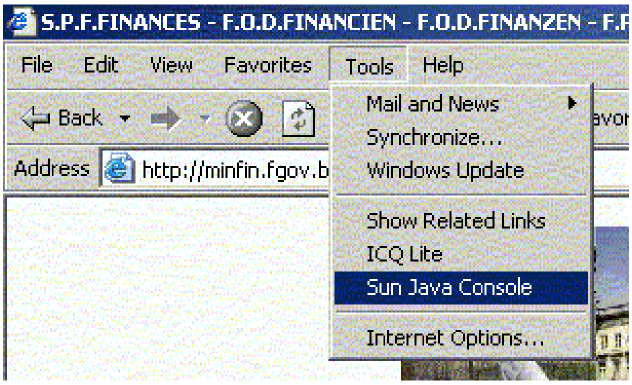
Click on 'Finish'

You now have to restart your computer !

3.1.2 Check the Java Runtime Environment

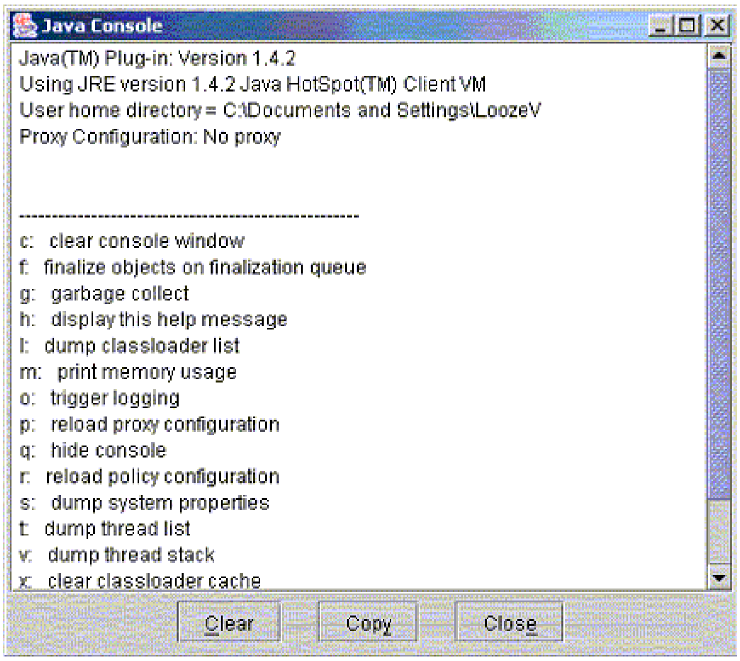
You may want to check the JRE you have on your PC.
Start Internet Explorer and select the Sun Java Console option in the Tools menu.

Start Internet Explorer



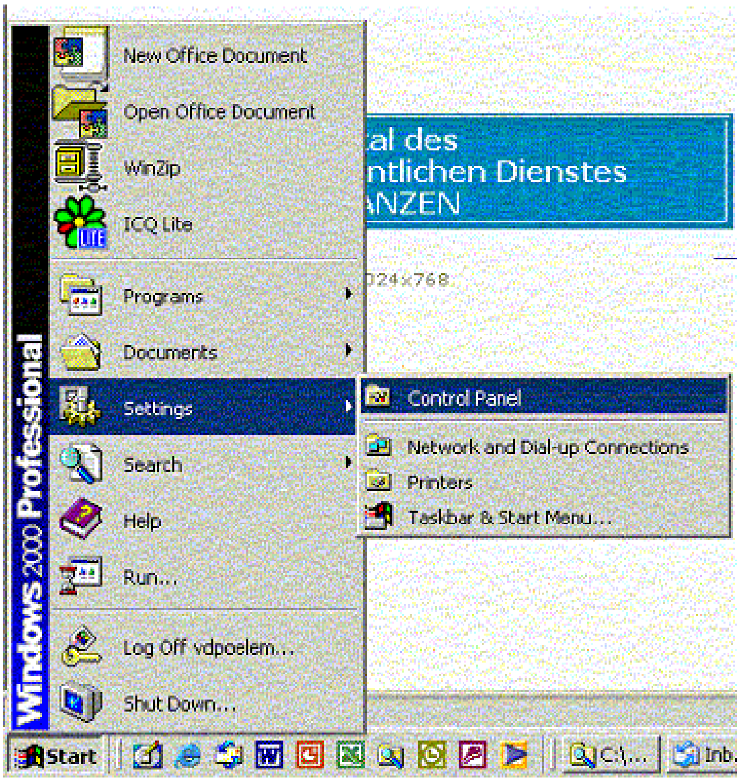
Go to 'Tools'

Click on 'Sun Java Console'.
If the option is not available, you don't have a JRE installed (cfr 2.2.1).

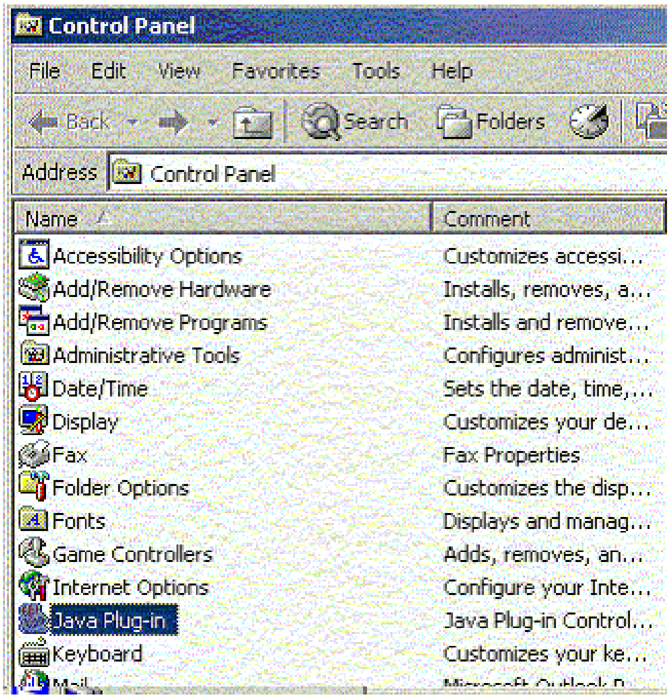


The version number is shown on the top of the window. You need version 1.4.2 to run the WebNCTS application.

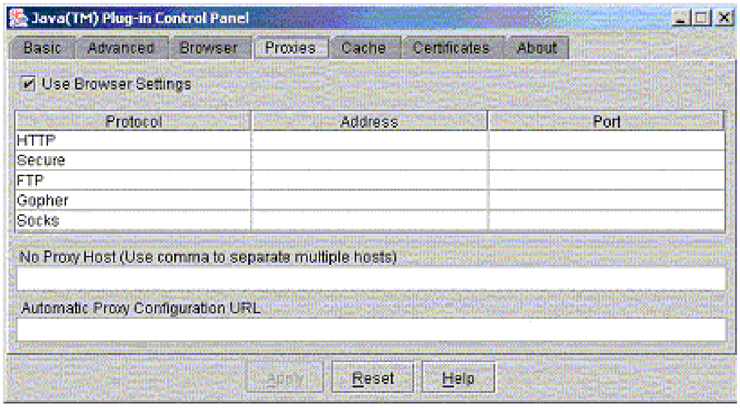
3.1.3 Check your Java Plug-in Options.



Click on the following:
'Start'
'Settings'
'Control Panel'



Double-click on 'Java Plug-in'



In the 'Java Plug-in Control Panel', click on the 'Proxies' tab.
'Use Browser Settings' must be ticked.
If not, tick it and click on 'Apply'
Close the window

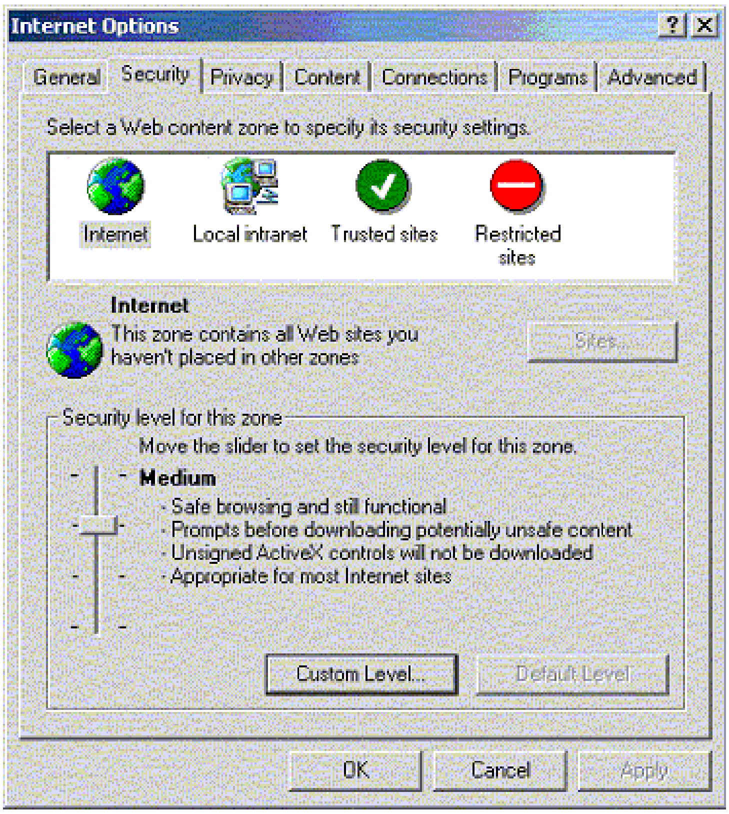
4 Your Internet Options.

Some Internet Options must be set to enable Java Applets on your system.

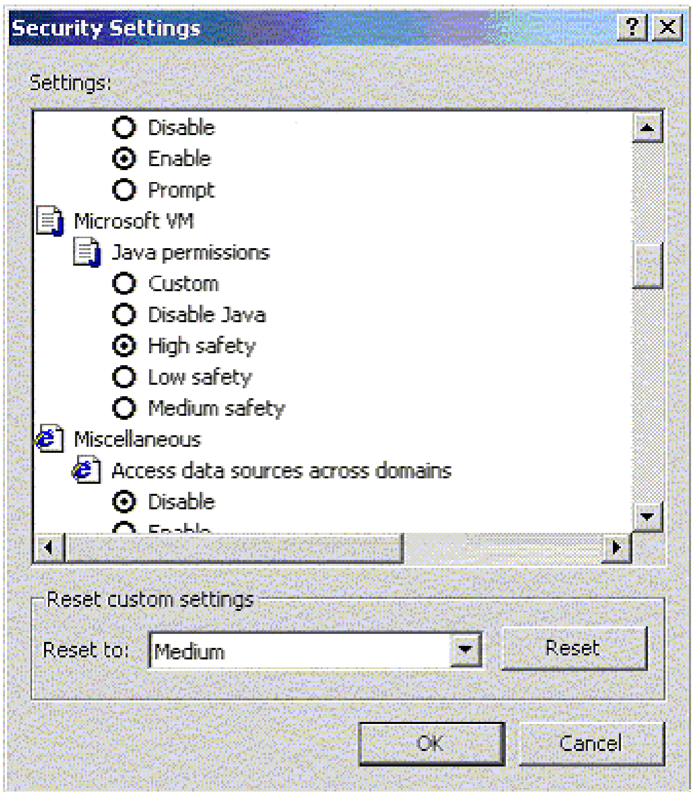
Start your Internet Explorer Browser
Go to 'Tools'



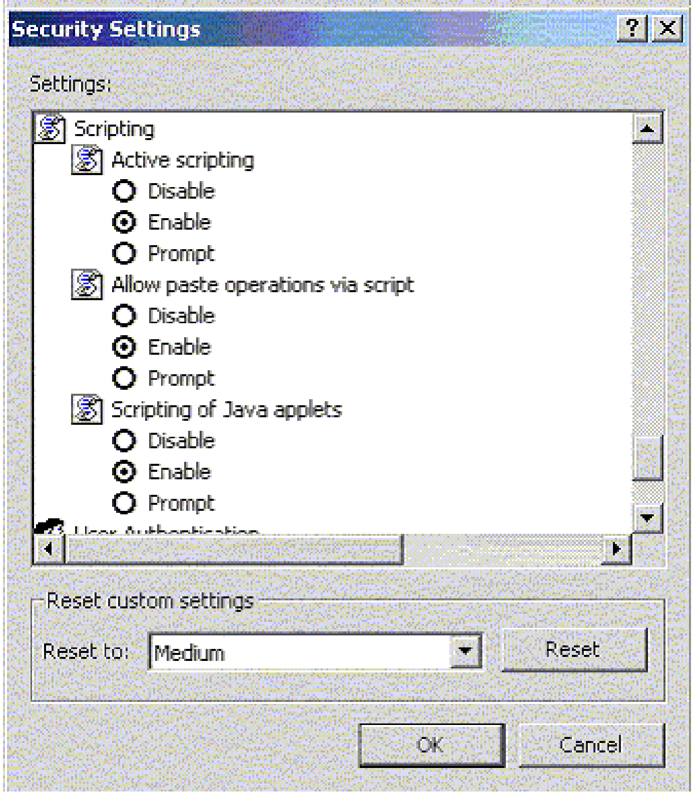
Click on 'Internet Options'



Click on the 'Security Tab'
Click on 'Custom Level' button



Check the following:
In the ‘Microsoft VM’,
‘Java permission’:
‘Disable Java’ may not be ticked

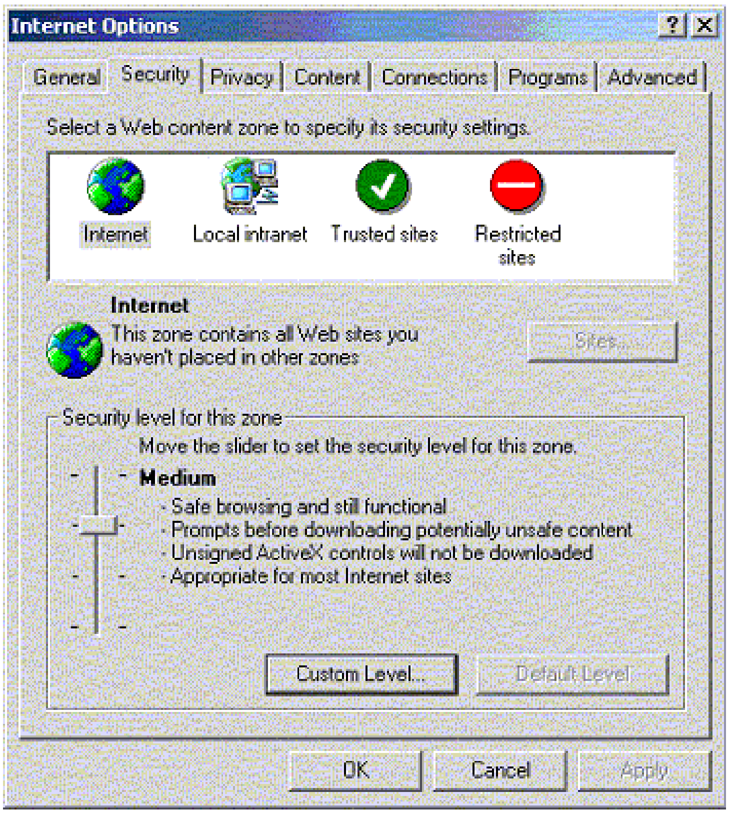


‘Scripting’
‘Active scripting’: enable

‘Allow paste operations via script’: enable

‘Scripting of Java applets’: enable

Click on ‘OK’

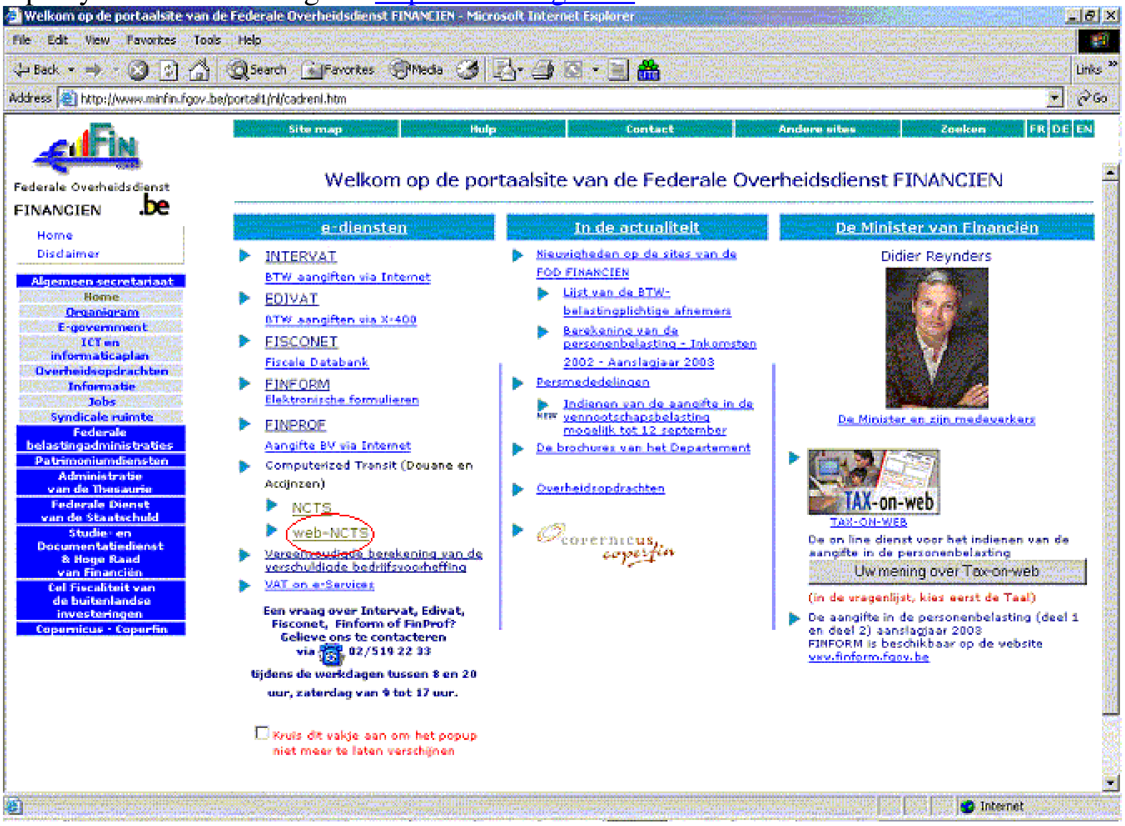


Click first on 'Apply' then 'OK'.

5 Start the application.

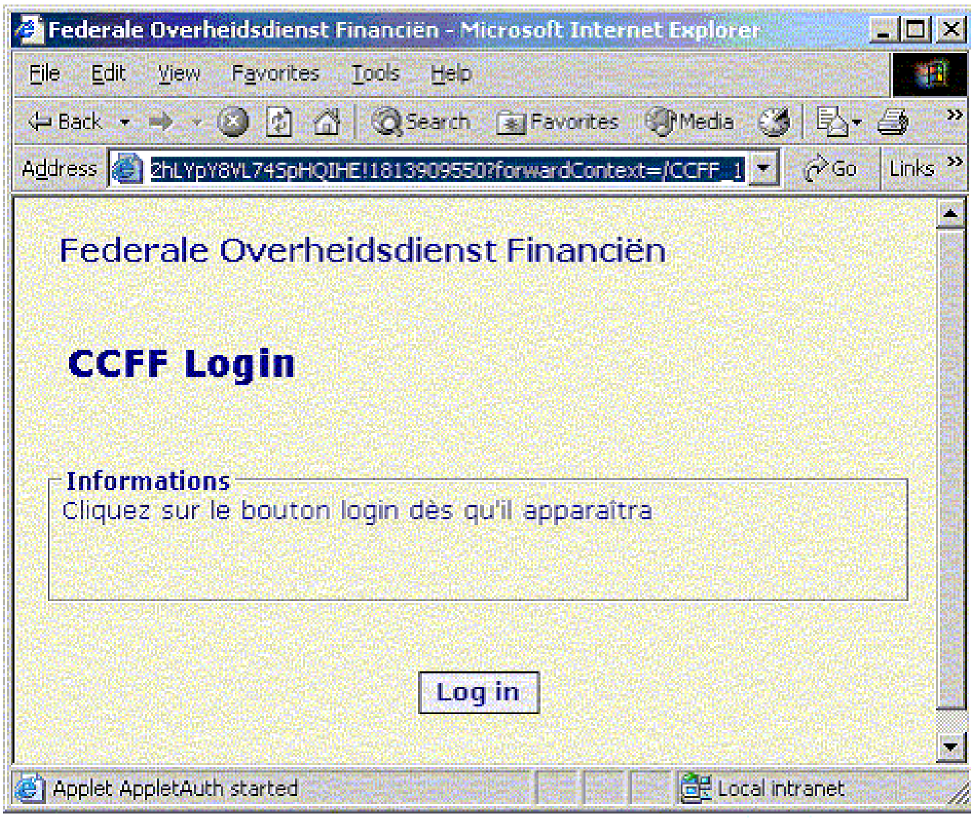
5.1 Connect to the application

Open your browser and go to http://minfin.fgov.be. Click on the web-NCTS link



5.2 Register your certificate and personal information

Connect to the application. You get a first screen asking you to log in.

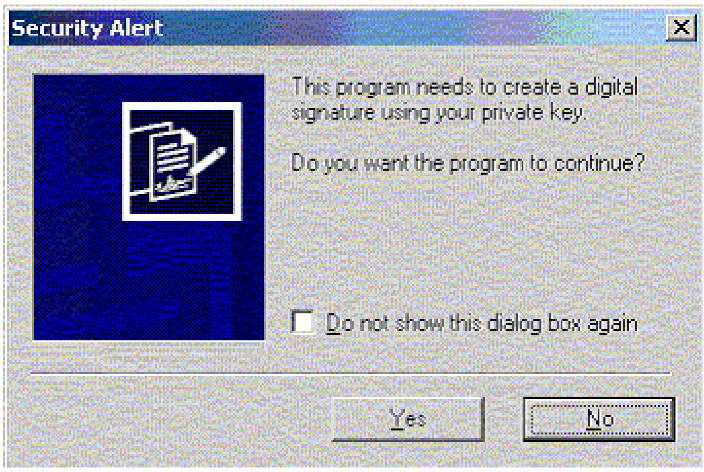


Click on 'Log in'

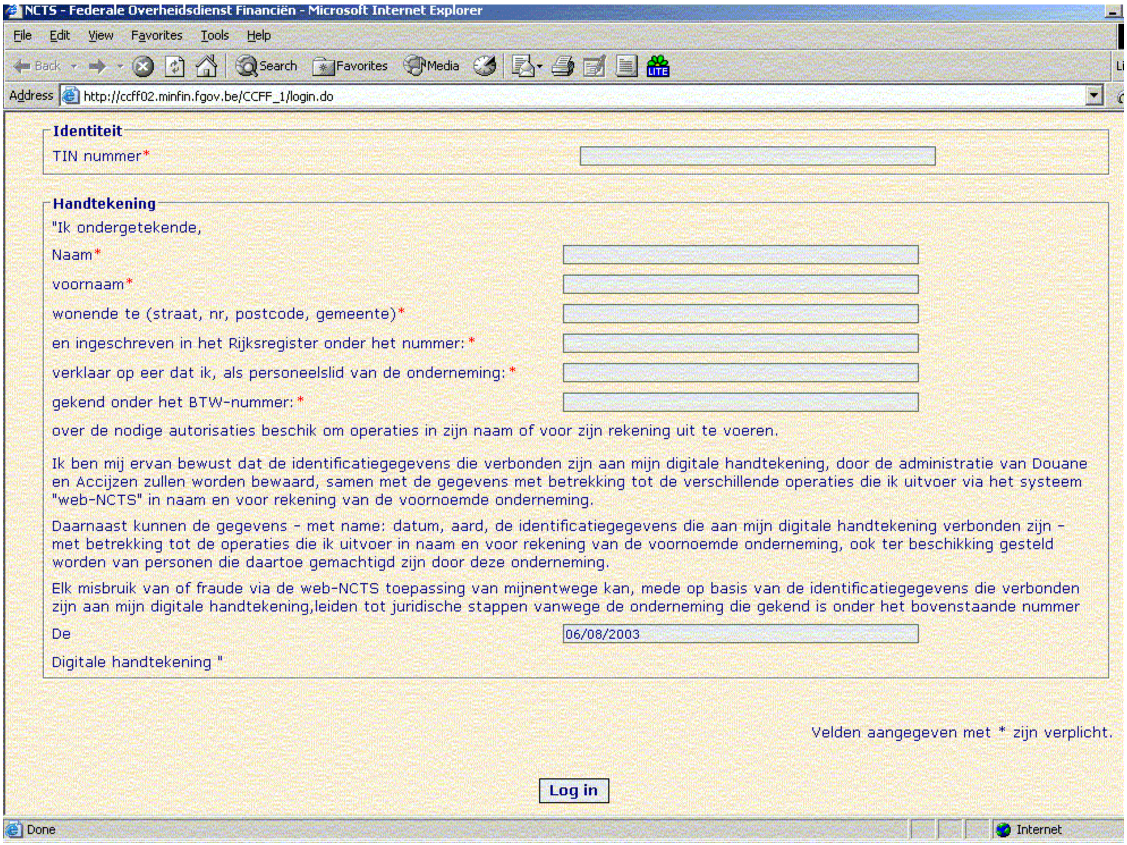
If no certificate is stored on your PC, your will receive the following screen



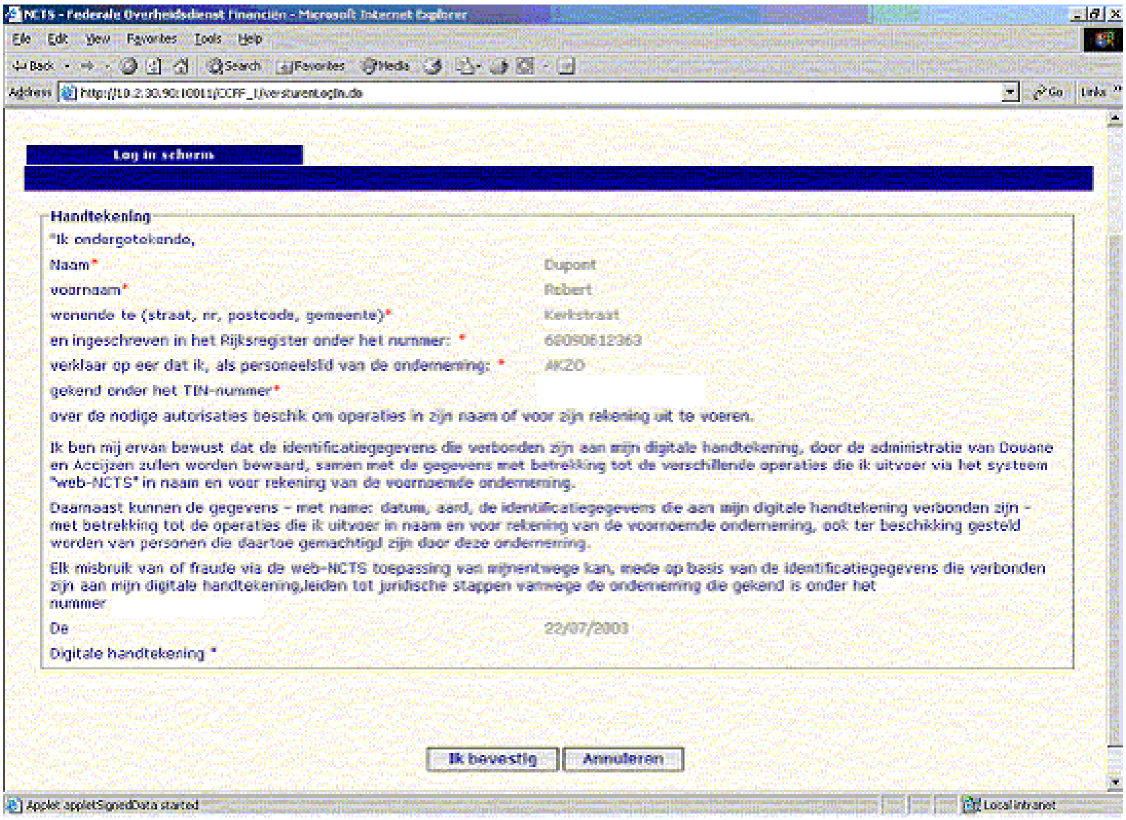
In case a certificate is stored on your PC, the following screen appears



Click on 'Yes' and the application will start.
Enter the needed information



and click on the 'Log in' button.
In a final step, you have to confirm your personal information


NCTS - Federale Overheidsdienst Financiën - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://10.2.30.90:10011/CCFF_UversturenLogIn.do
Go Links
Log in scherm
Handtekening
"Ik ondergetekende,
Naam*
Dupont
voornaam*
Robert
wonende te (straat, nr, postcode, gemeente)*
Kerkstraat
en ingeschreven in het Rijksregister onder het nummer: *
62090612363
verklaar op eer dat ik, als personeelslid van de onderneming: *
AKZO
gekend onder het TIN-nummer*
over de nodige autorisaties beschik om operaties in zijn naam of voor zijn rekening uit te voeren.
Ik ben mij ervan bewust dat de identificatiegegevens die verbonden zijn aan mijn digitale handtekening, door de administratie van Douane en Accijzen zullen worden bewaard, samen met de gegevens met betrekking tot de verschillende operaties die ik uitvoer via het systeem "web-NCTS" in naam en voor rekening van de voornoemde onderneming.
Daarnaast kunnen de gegevens - met name: datum, aard, de identificatiegegevens die aan mijn digitale handtekening verbonden zijn - met betrekking tot de operaties die ik uitvoer in naam en voor rekening van de voornoemde onderneming, ook ter beschikking gesteld worden van personen die daartoe gemachtigd zijn door deze onderneming.
Elk misbruik van of fraude via de web-NCTS toepassing van mijnentwege kan, mede op basis van de identificatiegegevens die verbonden zijn aan mijn digitale handtekening,leiden tot juridische stappen vanwege de onderneming die gekend is onder het nummer
De
22/07/2003
Digitale handtekening *
Ik bevestig
Annuleren
Applet appletSignedData started
Local intranet

6 Read and save the user manual

You can obtain a copy of this user manual from the application.
When you click on the 'Manuel d'utilisateur' or 'Gebruikershandleiding' button, the manual is opened on your PC. You can alternatively save it on your hard disk by right-clicking on the menu option and selecting the 'Save Target As…' option.

